

**MICHIGAN DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
RESIDENT RECORD REVIEW**

AGENCY NAME	WORKER NAME		
RESIDENT NAME	DATE OF BIRTH	DATE OF PLACEMENT	NO. OF PLACEMENTS
RULES	COMPLIANCE		COMMENTS
	YES	NO	
PART 1. GENERAL PROVISIONS			
R 400.4133 Institutional care for children under 6 years of age. Rule 133. A child under 6 years of age shall not remain in an institution for more than 30 days, unless this stay is documented to be in the best interest of the child			
R 400.4134 Case record maintenance. Rule 134.(1) A case record shall be maintained for each resident.... (2) Service plans and narrative entries shall be dated and shall identify the individual making the entries..... (3) Records shall be maintained in a uniform and organized manner, shall be protected against destruction and damage, and shall be stored in a manner that safeguards confidentiality			
R 400.4141 Initial documentation. Rule 141. Upon admission, all of the following shall be in the resident's case record: (a) Name, address, birthdate, sex, race, height, weight, hair color, eye color, identifying marks, religious preference, and school status ... (b) A brief description of the resident's preparation for placement and general physical and emotional state at the time of admission (c) Name, address, and marital status of parents and name and address of legal guardian, if known			
(d) Date of admission and legal status			
(e) Documentation of legal right to provide care			
(f) Authorization to provide medical, dental, and surgical care and treatment as provided in section 14a(1), (2), and (3) of Act No. 116 of the Public Acts of 1973, as amended, being §722.124a(1), (2), and (3) of the Michigan Compiled Laws			
(g) A brief description of the circumstances leading to the need for care			
R 400.4142 Resident and parent visitation. Rule 142. An institution shall make provisions for visits between each resident and the resident's parents, except where parental rights have been terminated or the resident's record contains documentation that visitation is detrimental to the resident.....			
R 400.4144 Education. Rule 144.(1) An institution shall not admit a child for care unless an appropriate educational program can be provided			
(2) Provision shall be made for an appropriate education program in accordance with Act No. 451 of the Public Acts of 1976, as amended, being §380.1 et seq. of the Michigan Compiled Laws, and known as the school code of 1976, not later than 5 school days after admission and continuously thereafter for each resident of school age			
R 400.4147 Clothing. Rule 147. Each resident shall have sufficient clean, properly fitting, seasonal clothing			
R 400.4148 Resident work experience. Rule 148. Work experiences for a resident shall be appropriate to the age, health, and abilities of the resident.....			

RULES	COMPLIANCE		COMMENTS
	YES	NO	
General Provisions Continued			
R 400.4152 Behavior management rooms; policies and procedures.			
Rule 152. An institution approved to use a behavior management room shall establish and follow written policies and procedures specifying its use			
The policy shall include, at a maximum, all of the following provisions:			
(a) The room may only be used if a resident is out of control and is in danger of harming himself or herself or others			
(b) The room shall be used only for the time needed to change the behavior compelling its use			
(c) Not more than 1 resident shall be placed in a room at one time			
(d) Staff shall observe the resident at intervals of 15 minutes or less and shall record the observation in a behavior management log			
(e) The log shall include all of the following information:			
(i) The name of the resident			
(ii) Time of each placement			
(iii) Name of staff person responsible for placement			
(iv) Description of specific behavior requiring use of the room....			
(v) Time of each removal from the room			
(f) For each instance in which a resident remains in the room for more than 2 hours, the log shall also contain hourly supervisory approval and the reasons for continued use			
(g) When the behavior management room is used for more than 3 hours, there shall be administrative review above the level of the supervisor who approved the extended use. This review shall be completed and documented within 48 hours			
R 400.4163 Periodic physical examinations.			
Rule 163. An institution shall provide and document periodic physical examinations for each resident as follows, unless greater frequency is medically indicated:			
(a) Every 3 months for residents under 1 years of age			
(b) Once a year for residents over 1 year of age and under 6 years of age			
(c) Once every 2 years for residents 6 years of age and over			
R 400.4167 Reporting hospitalization or death of a resident.			
Rule 167.(1) Any serious injury or illness requiring hospitalization of a resident shall be reported to the parent and responsible referring agency as soon as possible, but not more than 24 hours later			
(2) The death of a resident shall be reported immediately to the parents or next of kin, the licensing authority, and the referring agency			
R 400.4168 Personal hygiene.			
(3) Special diets shall be prescribed only by a physician. A resident who has been prescribed a special diet by a physician shall be provided such a diet			

RULES	COMPLIANCE		COMMENTS
	YES	NO	
PART 2. SHORT-TERM INSTITUTIONS			
R 400.4231 Residential care after 48 hours. Rule 231. A short-term institution shall continue to provide care for a resident beyond 48 hours only after establishing that the institution is an appropriate placement for the resident			
R 400.4232 Admission physical examination. Rule 232. A short-term institution shall have documentation of an admission physical examination for each resident as follows, unless greater frequency is medically indicated: (a) For a resident under 3 years of age, a physical examination shall have been completed within 3 months prior to admission or a new physical examination shall be completed within 7 days after admission (b) For a resident 3 years of age and over, a physical examination shall have been completed within 1 year prior to admission or a new physical examination shall be completed within 7 days after admission			
R 400.4234 Preliminary service plan. Rule 234. A brief plan shall be developed within 7 calendar days of admission for each resident. The plan shall include both of the following: (a) An assessment of the resident's immediate and specific needs ... (b) The specific services to be provided by the institution and other resources to meet the needs			
R 400.4237 Resident assessment. Rule 237.(1) A written resident assessment shall be completed 30 days after admission and every 15 days thereafter. The assessment shall include all of the following: (a) The reasons for continued care (b) Plans for other placement (c) Barriers to other placement and plans to eliminate the barriers ... (2) Copies of the plan shall be maintained at the institution			
R 400.4238 Discharge plan. Rule 238.(1) When a resident is discharged, all of the following shall be documented: (a) The reason for discharge (b) New location of the child (c) A brief summary or other documentation of medical and dental services provided while in residence (d) The name and official title of the person to whom the resident was released (2) For an unplanned discharge, there shall be a brief summary or other documentation of the circumstances surrounding the discharge			

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	YES	NO	
PART 3. RESIDENTIAL TREATMENT INSTITUTIONS			
R 400.4331 Admission of child. Rule 331. A child shall be admitted only after establishing that the institution is an appropriate placement to meet the child's needs			
R 400.4332 Admission physical examination. Rule 332.(1) An institution shall have documentation of an admission physical examination for each resident as follows, unless greater frequency is medically indicated: (a) For a resident under 1 year of age, a physical examination shall have been completed within 3 months prior to admission or a new physical examination shall be completed within 30 days after admission (b) For a resident 1 year of age or over, a physical examination shall have been completed within 1 year prior to admission or a new physical examination completed within 30 days after admission (2) Sufficient health history information shall be documented for each resident to assure proper medical care			
R 400.4334 Immunizations. Rule 334.(1) A resident shall have current immunizations as required by the department of public health..... (2) If documentation of immunization is unavailable, immunizations shall begin within 30 days of admission, unless a statement from a physician indicating that immunizations are contraindicated is included in the resident's record (3) A statement from a physician, referring agency, parent, or guardian indicating immunizations are current is sufficient documentation of immunizations			
R 400.4335 Dental care. Rule 335. A licensee shall arrange for the provision of and shall document dental examination and treatment for each resident 3 years of age and older. A dental examination within 12 months prior to admission shall be documented or there shall be an examination not later than 3 months following admission. Reexamination shall be provided at least annually .			
R 400.4336 Initial service plan. Rule 336.(1) An initial service plan shall be completed by the social service worker for each resident within 30 days of admission (2) The initial service plan shall be developed with the resident, the resident's parents, and the referral source, unless documented as inappropriate (3) The initial service plan for each resident and family shall comply with all of the following provisions: (a) Assess the resident's and family's strengths and weaknesses in the areas of education, economics, psychology, society, and health as these relate to the resident's needs (b) Identify plans for parent and child visitation (c) Specify treatment goals to remedy the problems of the resident and family and time frames for achieving the goals (d) Identify indicators of goal achievement (e) Specify the persons responsible for coordinating and implementing the resident and family treatment goals (f) Specify staff techniques for achieving the resident's treatment goals (g) Specify the projected length of stay and next placement			
R 400.4337 Updated service plan. Rule 337.(1) An updated service plan shall be completed and recorded by the social services worker for each resident at least once every 3 months following the initial service plan (2) The updated service plan shall be developed with the resident, the resident's parents, and the referral source, unless documented as inappropriate			

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Residential Treatment Institutions Continued			
(3) The updated service plan shall include the following information:			
(a) Progress made toward achieving the goals established in the previous service plan			
(b) Any changes in the service plan, including new problems and new goals to remedy the problems. Indicators of goals and time frames for achievement shall be specified			
R 400.4338 Content of discharge services plan.			
Rule 338. When a resident is discharged from institutional care, all of the following information shall be documented in the case record within 14 days after discharge:			
(a) The reason for discharge and the new location of the child			
(b) An assessment of the resident's needs which remain to be met			
(c) A statement that the discharge plan recommendations have been reviewed with the resident and parent			
(d) The name and official title of the person to whom the resident was discharged			